

HVAC VERIFICATION REPORT

PROJECT

FACILITY VENTILATION UPGRADE

REQUIREMENTS

The verification report should be completed by Qualified Testing Personnel or Qualified Adjusting Personnel and submitted with final project report.

- Name and address of facility and person or contractor preparing and certifying the report
- Description of assessment, maintenance, adjustment, repair, upgrade, and replacement activities and outcomes
- Verification that filters with the MERV rating of 13 or greater have been installed
- The verified ventilation rates for facility and whether those rates are proper for the capacity of facility
- Document of system deficiencies and recommendation for additional maintenance, replacement, or upgrades to improve energy efficiency, safety, or performance
- Documentation of initial operating verifications, adjustments, and final operating verifications, and document any adjustments or repairs performed
- Verification of installation of carbon dioxide monitors, including make and model of monitors
- Verification that all required work has been performed by Qualified Testing or Adjusting Personnel or other qualified technician as specified by the guidelines